



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**Office of Health Policy and Planning
Mississippi Office of Rural Health and Primary Care
Contract Position
Program Specialist III/ Grant Coordinator**

The Mississippi Office of Rural Health and Primary Care is seeking a potential candidate for the position of Program Specialist III. The Program Specialist III will be responsible for the program management of state and/or federally funded grant program(s) for the Office of Rural Health and Primary Care. This position requires handling multiple projects and deadlines simultaneously and responding to deadlines without sacrificing quality. An ideal candidate is proficient in Microsoft Office products, highly organized, meticulous with details, has the knowledge to undertake analysis and interpretations of financial information and data, and has excellent written/verbal communication, project management, and time management skills. Grant writing experience is preferred but not required for this position.

The job duties for this position include, but are not limited to, maintaining and building relationships with staff, health care organizations, health care providers, and other strategic partners on a local, state, and national level; drafting proposals, grant application narratives, and collaborate with staff to administer programs; following and reporting on the grant activities to ensure compliance with all program requirements; developing and maintaining master files and reports associated with the program requirements; executing contract/agreement documents; conducting surveys, evaluations, and database research; providing technical assistance to all partners and program participants; monitoring and maintaining funder and investor reporting schedules and requirements; tracking progress toward organizational and programmatic outcomes and goals; ability to work both in a team and independently and other related duties as assigned.

Salary Range: \$42,676.80 to \$55,998.00

Location(s): Office of Health Policy and Planning.

Qualifications:

The ideal education, experience, and qualifications for this position include a bachelor's degree and/or 2-4 years of experience and/or appropriate certification.

How to Apply: To apply, please send your resume to morhpc@msdh.ms.gov with **Program Specialist III** in the subject line.

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